

Personnel Monthly

State Personnel Department

State Employee Recognition Day!!

The State Personnel Department is pleased to sponsor the first annual State Employee Recognition Day. State Employees work tirelessly for the citizens of Alabama, and we are excited to recognize your hard work and achievements. State Employee Recognition Day will be held on May 7, 2008. The event will be held from 11 a.m. to 1 p.m. on the pavilion of the Gordon Persons Building.

Free drinks and popcorn will be provided while they last while Boomer T's Barbeque, Chick-Fil-A, and Papa John's will be selling lunch items at discounted



prices. A DJ will be present to entertain employees during this special lunch. We will also be announcing the Executive, Legislative, and Judicial Employees of the Year.

We will be drawing for door prizes including a

\$100 gas card, tickets for a Montgomery Biscuits game, a T-Mobile cellular phone, iTunes gift cards and Rave movie theater tickets. We will also be giving away free goodies and coupons to Six Flags and Brunswick Bowling Lanes while they last! Please stop by on your lunch hour for a fun and entertaining party in your honor!

State Employee Recognition Day is a national initiative started by the National Association of State Personnel Executives (NASPE). If you would like to learn more about the national program, you can visit <http://www.naspe.net>.

Alabama Council on Welfare Fraud

The Alabama Council on Welfare Fraud (ACOWF) was established in 1988 by a group of individuals interested in combating welfare fraud and promoting integrity in public benefit programs. ACOWF was founded to provide an association with the tools to promote and maximize efforts toward the prevention, detection and prosecution of welfare fraud, as well as recovery of overpayments.

Members of ACOWF include investigators, supervisors, eligibility workers, prosecutors and administrators, as well as auditors and claims writers from state and federal

agencies.

ACOWF has established certain goals and objectives which it strives to provide to each member. They are as follows:

- To provide education and training in prevention, investigation, collection and prosecution of welfare fraud
- To promote working relationships (networking) between court systems, district attorneys, and investigating agencies
- To promote effective and efficient administration of public benefit programs

- To promote ethical standards of members

ACOWF holds an Annual Training Conference every year in November (usually the Wednesday, Thursday and Friday before Thanksgiving) and would love to include new members. If you are interested in finding out more about this organization for training purposes or if you would like to be a workshop presenter, please contact 2008 ACOWF President Theresa Harris at 256-413-2013 or you can e-mail her at Theresa.Harris@dhr.alabama.gov or you can also call Membership Chair Lora Jay at 251-743-5913 or you can e-mail her at Lora.Jay@dhr.alabama.gov.

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April 30, 2008

Special points of interest:

- State Employee Recognition Day
- Donated Leave Requests: Your fellow state employees need your help!
- State Personnel Training Schedule
- Learn how to Register for Training

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Ask Sharon Massey — Training Registration

We have had quite a few questions lately from state employees wanting to know how to register for State Personnel Training classes. Our Training Division would like to give you an overview of our process. Norma Taylor (our trusted assistant) really gets the ball rolling for us by giving Stace Bottiger and me the number of people on our waiting list for our training classes. From the waiting list we determine how many classes need to be offered to eliminate the waiting list for each quarter. FYI-- our training room at State Personnel will seat 72 people for each class. For example, if we have 208 names of people on the waiting list for the Progressive Discipline class we would offer the class three times in that quarter. That would satisfy the waiting list and hopefully enroll others that wish to take the class.

It would be most helpful for our Training Division for you to confirm with



your training coordinator as soon as you receive notification that you have been placed in a class. This way if you are unable to attend we can give your slot to someone who is on the waiting list. Here are a few other frequently asked questions:

Q: "How do I register for a training class?"

A: "Follow your department's policy. Most of our State agencies or departments have Departmental Training Coordinators. Your training coordi-

nator is responsible for registering your employees for training classes. We cannot take your registration directly."

Q: "I have asked repeatedly to come to training classes and I am told the class is at capacity."

A: "Your request should be made known to your training coordinator for your name to be placed on the waiting list. *This is important, because we take registrations for our classes from our waiting list.* As soon as there is an opening we will register you for the class. Also, many times we have last minute cancellations and we go to our waiting list to fill training slots. Our mission is to provide training to every state employee that requests it.

Norma, Stace and I are looking forward to seeing you in a training class!

Personnel Training Schedule—May and June 2008

The following seminars are being offered in May and June. All training offered by Personnel is free to the employee and the agency. For more information visit the State Personnel Department website at www.personnel.state.al.us. To register for a class, please see your agency's training coordinator. We look forward to seeing you in class!

May 7-8: Dynamics of Supervision — Montgomery

May 13: Performance Appraisal for Supervisors — Mobile

May 14: Progressive Discipline — Mobile

May 15: Customer Service — Mobile

May 20: Customer Service — Montgomery

June 11-12: Dynamics of Supervision — Montgomery

June 17: Interview and Selection — Montgomery

June 19: Family and Medical Leave Act —

Montgomery

June 25: Performance Appraisals for Supervisors — Montgomery



Meet Linnea Austin with the Department of Transportation

Q: What led you to your job in Alabama State Government?

A: "After finishing high school and secretarial school I applied for a job at the State Employment Office and didn't get it, but was hired a couple of weeks later as a Clerical Aide by the Department

of Corrections. I later hired on permanently as a Clerk Typist I and began my journey working in State Government. I worked with Corrections for four years and have been with Transportation for the majority of my career."

Q: How long have you been with the State?

A: "I have been with the state for over fourteen years."

Q: What is your current position?

A: "I am currently the Transporta-

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Meet Leigh Snodsmith — State Personnel Department Legal Extern

Leigh Snodsmith is a third year law student at Jones School of Law in Montgomery. She has volunteered her time as an extern during the 2008 Legislative Session in exchange for class credit. We want to thank Leigh for her hard work and dedication to State employees as well as Senator Wendell Mitchell for recommending such wonderful extern.

Q: "What made you apply for your legislative externship with the State Personnel Department?"

A: "I wanted to get as much practical legal experience as I could before I graduate in May. I had already clerked for a law firm and I had taken classes to learn trial techniques, and this was the perfect opportunity to get some advocacy experience in a setting

that most law students don't consider.

Q: "What have you learned during your externship?"

A: "I've learned that legal advocacy goes far beyond the typical courtroom experience. The lawyers in the State Personnel Department are committed to representing State employees, not only by ensuring fair hearings but also by supporting legislation that helps State employees and vigorously opposing legislation that would hurt State employees.

Q: "What did you find most rewarding about working for State employees?"

A: "I think the most rewarding part

about working for Personnel was also the most surprising. I don't think people realize how hard the employees of the Personnel Department work to protect State employees. Before starting law school, I spent several years working for the State, but it was still surprising to see the level of commitment that the State Personnel Department employees have to all State employees.

Q: "Would you now consider a job as a State employee?"

A: "Absolutely!"

Q: "Now for the most important question: Auburn or Alabama?"

A: "I went to Alabama, so I have to say ROLL TIDE!"

Meet Linnea Austin, Continued

tion Office Manager and Executive Assistant to Chief Engineer at the Alabama Department of Transportation Central Office."

Q: Could you tell us about your position?

A: "First and foremost, I love my job! I think I have the best job in State government. It is very busy, challenging and every day brings something new and different. I get to work with a lot of great people every day and we help people. Our Department takes a lot of pride in making sure the Transportation system is working smoothly, and the magnitude of what our employees are willing to do to make sure people are safe is amazing. I am very proud and honored to work

so closely with such a great group of people who really care about others."

Q: What do you believe are the greatest rewards from being in state service?

A: "Serving and helping others - knowing that at the end of the day that in some way that I've done something to make a differ-

ence. Having the opportunity to learn more about the state I live in and meet and work with people I may not have otherwise had the opportunity to even meet. I think working in State government helps you appreciate your State more and it definitely makes you more aware and ultimately I think you become more engaged in what you are doing. The more I learn, the more I want to learn, it's contagious!"

Q: Now for the important question: Alabama or Auburn?

A: "War Eagle!"

Thank you Linnea for your service, your time, and your thoughtful answers!



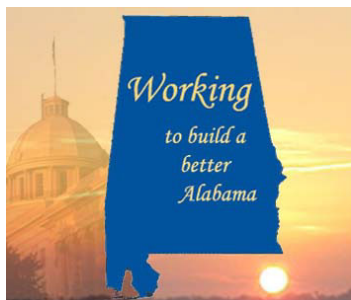
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We're on the Web!

www.personnel.state.al.us

The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified state employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

*adopt and amend rules and regulations;

*adopt and modify classification and pay plans;

*hear the appeals of employees who have been dismissed;

*represent the taxpayers' interest in the improvement of personnel management in the state; and

*advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination; Certification; Payroll and Personnel Audit; Information Technology; Training; Legal; Administrative Law Judge; and Special Projects. Please remember, the Personnel Department is here to protect the merit system and to serve as a resource for State employees and the citizens of Alabama!

The Personnel Board is scheduled to meet on May 21, 2008 in the Board Room on the 3rd Floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests



To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those state employees who are in need of donated leave. The following individuals need your help:

- ◆ Glenda Adams with Public Health;
- ◆ Pamela Adkins with Ag & Industries;
- ◆ Gayle Allen with Human Resources;
- ◆ Rachel Babb with Rehabilitation Services;
- ◆ Tamala Beck with Human Resources;
- ◆ Denivora Beck with Conservation;
- ◆ Cassandra Belyeu with Tourism & Travel;
- ◆ Virginia Brooks with Public Safety;
- ◆ Randell Burroughs with Transportation;
- ◆ Lynda Cameron with Human Resources;
- ◆ JenaAnne Campbell with Corrections;
- ◆ Valarie Chappelle with Pardons & Paroles;
- ◆ Paula Chipman with Revenue;
- ◆ Sandra Cole with Transportation;
- ◆ Kismete Crawford with Human Resources;
- ◆ Danielle Dinkins with Transportation;
- ◆ Quinton Elliott with Transportation;
- ◆ Deborah Esco with Transportation;
- ◆ Wyndolyn Evans with Corrections;
- ◆ Lorenzo Evans, Jr. with Transportation;
- ◆ James Farris with Revenue;
- ◆ Mary Flowers with Human Resources;
- ◆ Sherry Frink with Human Resources;
- ◆ Clara Frost with Mental Health;
- ◆ Jacqueline Gaines with Human Resources;
- ◆ Della Gardner with Transportation;
- ◆ Sean Glass with Transportation;
- ◆ Unica Gray with Corrections;
- ◆ Mary Joan Greene with Public Health;
- ◆ Shana Harrell with Treasury;
- ◆ Angie Hartley with Human Resources;
- ◆ Gloria Higgins with Human Resources;
- ◆ Stacy Hitson with Forensic Sciences;
- ◆ Tonya Jinright with Corrections;
- ◆ Angela Johnson with Corrections;
- ◆ Jim Kilgore with Mental Health;
- ◆ Kristen Lane with Human Resources;
- ◆ Sandra Mann with Ag & Industries;
- ◆ Joe Marshall with Youth Services;
- ◆ Barbara Mills with Human Resources;
- ◆ Mary Mitchell with Mental Health;
- ◆ Annie Mobley with Human Resources;
- ◆ Erica Moulds with Education;
- ◆ Angela Myrant with Mental Health;
- ◆ Asia Nelson with Retirement Systems;
- ◆ Carolyn Nelson with Public Safety;
- ◆ Jennifer Patrick with Human Resources;
- ◆ Eugene Perry with Pardons & Paroles;
- ◆ Antonia Powell with Human Resources;
- ◆ Barbara Pritchett with Human Resources;
- ◆ Debra Pruitt with Industrial Relations;
- ◆ Martha Roberts with Public Health;
- ◆ Bonnie Russell with Transportation;
- ◆ Phyllis Salter with Public Safety;
- ◆ Sandra Scott with Public Health;
- ◆ Segunda Thomas with Public Health;
- ◆ Melissa Turner with Human Resources;
- ◆ Katina Walker with Human Resources;
- ◆ Margaret Walser with Mental Health;
- ◆ Amy Waters with Human Resources;
- ◆ Tanya White with Transportation;
- ◆ Alma Williams with Transportation;
- ◆ Sherian Williams with Industrial Relations;
- ◆ Martina Willis-McCullough with Rehabilitation Services

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website at www.personnel.state.al.us. To donate your leave to a qualified employee, please visit your personnel manager and request a Form 25A or [download](#) it from the State Personnel website.